



Wide Area Workflow Receipt and Acceptance

User Registration


Access the WAWF-RA Website

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Address <https://wawf.eb.mil> Go Links


Wide Area Workflow

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[Customer Support](#)

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Customer Service Center
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DSN: 388-7095
FAX COMMERCIAL: 801-605-7
FAX DSN: 388-7453
cscassig@ogden.disa.mil

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Wide Area WorkFlow

Version 3.0.2

System messages:
If you are still experiencing log on problems to the WAWF application, please assist us in analyzing these events as follows: We request you to stop exactly where you have encountered the problem and promptly report your problem to the Ogden Help Desk. Ogden will provide step by step instructions for data capture.

WAWF v3.0.2 is experiencing difficulties with users logging on with their Common Access Card (CAC) and PKI certificate. We're working to resolve the problem. In the interim, current CAC/PKI certificate users will be issued USERID/Password to access the application. If you previously used a CAC/PKI in WAWF and haven't received an email with your one-time password, please contact your Group Administrator (GAM) or the WAWF Ogden Customer Support Center. We apologize for any inconvenience this may cause and thank you for your patience.

[Logon](#) to WAWF-RA (Registered user only)
[Self Register](#) to use WAWF-RA (New users)*
[Help](#) with registration for access to WAWF-RA

*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Done Internet


Set Up Your Machine

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Register in WAWF-RA

Computer must be set up
prior to registering!

User Self Registers

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Click **OK** to the warning message about not using the **Back** button


Enter User Profile Information

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WAWF Self Registration

* indicates mandatory field

| | |
|---|----------------------|
| First Name * | Last Name * |
| <input type="text"/> | <input type="text"/> |
| Commercial Telephone * | DSN Telephone |
| <input type="text"/> | <input type="text"/> |
| Rank/Grade (Mandatory for Government Users) | E-mail Address * |
| <input type="text"/> | <input type="text"/> |
| Job Description * | Title * |
| <input type="text"/> | <input type="text"/> |

[Click Continue](#) — [Continue](#) [Return](#) [Page Help](#)

Ensure email is correct! This will be used for activation notification.

Done Internet

Select Logon Method


Select **User ID** and **Password**

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WAWF Self Registration

* indicates mandatory field

Logon Method *

- ☒ User ID and Password
- ☐ DoD or ECA Software Certificate
- ☐ DoD Common Access Card

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Click **Continue**


Create a User ID

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WAWF Self Registration

* indicates mandatory field

User ID *

**Case sensitive
Minimum
8
characters**

**Click
Continue**

Done Internet


Select the User's Role

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User Role

WAWF Self Registration

* indicates mandatory field

| Role |
|-------------------------------------|
| Acceptor |
| Acceptor |
| Acceptor View Only |
| Admin By View Only |
| Auditor |
| Group Administrator |
| Help Administrator |
| Inspector/DCAA Auditor |
| Inspector/DCAA Auditor View Only |
| Issue By View Only |
| Local Processing Office |
| Local Processing Official View Only |

elp

Click Continue

Done Internet

Roles Defined

- Group Administrator – Responsible for activation/de-activation and user password resets.
- Acceptor – Accepts supplies/services on behalf of the Government.
- Inspector – Inspects supplies when not performed by the accepting activity (e.g. DCMA).
- Local Processing Office – Certifies invoices for payment when funded with Navy funding.
- View Only – Contracting, Comptrollers, and those user's not responsible for accepting, but need view only access.


Select Registration Method

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WAWF Self Registration

* indicates mandatory field

Select the method of registration:*

☒ Register by DoDAAC

☐ Register by MAPAC

[Continue](#) [Return](#) [Page Help](#)

Select Register by DoDAAC

Click Continue


Enter DoDAAC

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WAWF Self Registration

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DoDAAC*

Extension

Enter DoDAAC/
RUC

Do NOT
enter an
Extension

Click
Continue


Verify Information

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WAWF Self Registration



* indicates mandatory field

Profile Information

| First Name | Last Name | Commercial Phone | DSN Phone | Email | Rank | Title | Job Description | Action |
|------------|-----------|------------------|-----------|--|------------|---------------------|-----------------|---|
| Mike | Olson | 913-638-9334 | | molson@caci.com | Contractor | WAWF Implementation | Contractor |  |

| Userid | Action |
|------------|---|
| Mike Olson |  |

Role Information

| Role | Group | Code | Extension | Action |
|--------------------|--------|--------|-----------|--|
| Acceptor View Only | M14001 | M14001 | |   |

☐ **STATEMENT OF ACCOUNTABILITY ***

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

[Register Now](#) [Cancel](#) [Page Help](#)

Internet


Are Changes Required?

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Click to edit Profile Info

| Userid | Action |
|------------|---|
| Mike Olson |  |

Role Information

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Add Additional Roles?

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Userid

| Userid | Action |
|------------|---|
| Mike Olson |  |

Role Information

| Role | Group | Code | Extension | Action |
|--------------------|--------|--------|-----------|---|
| Acceptor View Only | M14001 | M14001 | |  |

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[Register Now](#) [Cancel](#) [Page Help](#)

Click to add additional roles/DoDAAC's


Submit Registration

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|------------|-----------|------------------|-----------|------------------|------------|---------------------|-----------------|---|
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| Username | Action |
|------------|---|
| Mike Olson |  |

Role Information

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|-------------------|--------|--------|-----------|--|
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[Register Now](#) [Cancel](#) [Page Help](#)

Click the **Statement of Accountability**

Click **Register Now**

Complete the DISA Form 41 (SAAR)

- Form is available from the WAWF-RA website.
- Click **Help** under **Self Registration**.
- Instructions for completion for WAWF-RA access are included.

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Government Users

Click [here](#) for Registration Help.

Click [here](#) for a sample System Authorization Access Request form (DISA Form 41).

Vendors

Activation Process

- Now that you have registered, your GAM must activate you.
 - Give GAM the signed DISA Form 41
 - GAM goes into WAWF-RA and clicks “Y” to activate you
 - You get an **email** within 1 day from DISA with a one time password
 - Logon to WAWF and apply your UserID and one time password, application will automatically take you to new password section first